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STUDENT HANDBOOK 1975-1976

THE VILLA JULIE COLLEGE SEAL

The dove symbolizes freedom, peace, individuality, poise, gentleness, love. The dove is ready for flight with strength in her wings, not too easily frightened, but forever alert to all that is happening around her.

The branch she stands on symbolizes life, growth, rootedness, the Seven Oaks.

The background of the seal, emphasizing the dove, is technically called the valley and is in green, symbolizing the Green Spring Valley; the green leaves express life, growth, hope.

The open rim signifies the college's efforts toward openness and its belief in open-ended education.

The seal as a unit symbolizes simplicity, as well as incorporation into the scholarly tradition of the past since the general design is derived from a medieval gothic seal.

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My dear students,

Welcome to Villa Julie. The two years you spend here will be a time of learning and growth, much joy, and, hopefully, great personal satisfaction.

This student handbook should help you over the rough spots. For the questions this manual does not answer, the counselors, your instructors, and the Deans and I will be glad to help you. Don't ever hesitate to ask us.

These two years, short as they will seem when you look back on them in a few years, are precious. They represent your time to find yourself, others, the world - in relative peace and with the freedom to explore, to question, and to learn.

The faculty and I look forward to helping you achieve your best goals.

Your devoted,

Sister Mary Stephen S. N. D.
President

DEAR FELLOW STUDENTS:

Welcome to VJC! Now that you are here, you are probably wondering what it's all about. The solution to this perplexity can only be found through your own personal experience. Each and everyone of you will find a unique answer, depending on the manner in which you look for your solution.

Students, Faculty, Administrators, Student Advisors, Student Government Officers and Class Officers will assist you in any way they can to help you learn what it is all about. They will help you find the answer to the puzzle by assisting you in your academic achievement, social involvement, extra-curricular participation, and contact with other various members of the VJC community.

The Student Government Association is a basic means by which you can begin to look for the answer through your involvement on S. G. A. committees and by expressing your talents and interests through the various organizations.

As you can see, everyone is anxious to help you learn what it's all about to you, but it is your responsibility to take the initiative to search for your answer. In doing so, recall Ralph Waldo Emerson in saying, "We find in life exactly what we put into it."

Don't just drift through college, get involved!

Best wishes for success,

Student Government Association

Sandy Cochran, President
Shelly Smith, Vice-President
Terri Readmond, Secretary
Kathleen Sivert, Treasurer

ACADEMIC CALENDAR 1975 - 1976

First Semester

August		
25	(M)	Faculty Meeting, 10:00 a.m.
26	(T)	Registration (Fr.)
27	(W)	Registration (Fr.)
28	(Th)	Registration (Sr.)
September		
2	(T)	Opening Session
3	(W)	Classes begin, 8:00 a.m.
9	(T)	Last day to add a course
October		
13	(M)	Columbus Day Holiday
17	(F)	End of First Quarter
28	(T)	Last day to drop a course
November		
11	(T)	Veterans' Day Holiday
27 - 28		Thanksgiving Holidays
December		
1	(M)	Classes resume, 8:00 a.m.
15 - 19		First Semester Examinations

December 20 - February 1 Semester Break

Second Semester

February		
2	(M)	Classes begin, 8:00 a.m.
6	(F)	Last day to add a course
16	(M)	Washington's Birthday Holiday
March		
19	(F)	End of Third Quarter
22 - 26		Spring Vacation
29	(M)	Classes resume, 8:00 a.m.
April		
2	(F)	Last day to drop a course
16 - 19		Holiday
20	(T)	Classes resume, 8:00 a.m.
May		
24 - 28		Final Examinations
30	(S)	Commencement Day

ACADEMIC REGULATIONS

ATTENDANCE POLICY

The faculty of Villa Julie College believes that what their students most need is not coercion; rather, the emphasis in a college should be on communication of truth, along with guidance, trust, and daily opportunities for free and responsible action (including necessarily the opportunity to learn from one's mistakes as well as from one's achievements). Therefore, there are no sanctions regarding all students' attendance of classes. Each student will be responsible for his own class attendance.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. Grades will be based on demonstrated achievement of the objectives of the course, not on appearance in class as such.

GRADES AND REPORTS

The academic standing of a student is determined by the quality and quantity of his work. For admission into the senior class, a student must have completed a minimum of thirty semester hours of satisfactory grade.

Grades are determined by the students' achievement in class work and by the midterm and final examinations.

Grades are issued at the end of each quarter. The first and third quarter marks are advisory; the semester grades determine actual academic standing.

The grading system is as follows:

- A Unquestioned excellence; outstanding achievement.
- B Above average attainment.
- C Satisfactory mastery of essentials.
- D Mere fulfillment of minimum requirements; inferior performance (only three hours of D in any one semester will be counted toward a degree). Generally not accepted for transfer credit.
- F Failure; no credit for the course.
- I Incomplete - the grade of "I" will be granted only by written request, and is subject to approval of both the Dean of the College and the instructor. An "I" which is not removed in four weeks automatically converts to an "F". No quality point average will be computed for a student while any course remains incomplete.

QUALITY POINT AVERAGE

Rank in class, academic standing, class promotion, graduation and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points alloted to each letter grade are as follows:

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality point
F	0 quality points

Therefore, if a student earned an A, a B and 2 C's for four three-credit courses and an A for a four-credit course, the quality point average (QPA) would be figured as follows:

		quality points		credits		
A	=	4	×	3	=	12
B	=	3	×	3	=	9
C	=	2	×	3	=	6
C	=	2	×	3	=	6
A	=	4	×	4	=	16
				16		49

49 divided by 16 = 3.0625

In any one semester only three credits in D are counted for the degree and computed in the quality point average.

DEAN'S LIST

Students who earn a quality ratio of 3.4 in any semester have their names placed on the Dean's List.

ACADEMIC STATUS

Any student who has attempted 9 to 16 semester hours of credit and whose quality point average falls below 1.50 is assigned probationary status for that semester. A student who has attempted 17 to 28 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 28 or more credits, he must achieve a quality point average of 2.00 in order to be assigned regular academic status.

GRADUATION REQUIREMENTS

In order to qualify for the degree of Associate in Arts, the student must meet the following requirements:

- Successful completion of a curriculum approved for the student by the College.
- Satisfactory completion of a minimum of sixty hours of academic credit.
- Earn no less than 30 hours of credit at Villa Julie College.
- Earn a quality point average of 2.00 or more ("C" average or better).
- Earn at least 40% of the credit hours in the Arts and Sciences:
  - Two courses in English Composition and Literature
  - One course in Speech or Drama
  - One course in the Fine Arts (Art, Music, Dance)
  - One course in Philosophy
  - One course in Religion
  - One course in the Social Sciences (History, Political Science, Sociology, Economics)
  - One course in Mathematics or Science (Psychology, Physical Science, Biology, Chemistry)
- Satisfactory compliance with all the general regulations of the College.

It is the responsibility of the student to see that these requirements are fulfilled.

Any student intending to continue his education should check the requirements of the institution to which he expects to transfer.

LATE REGISTRATION

A student unable to be present at the scheduled registration hour may make arrangements with the Registrar for accomplishing this matter. A fee of $5.00 will be charged for each early or late registration.

SCHEDULE CHANGES

A student's program of studies is made out in consultation with the Dean of the College and/or the advisor for the program.

Any student attending Fall or Spring sessions who wishes to add a subject may do so only during the first week of classes each semester. Any student attending January or Summer sessions who wishes to add a subject may do so only before the second class meeting.

Any student attending Fall or Spring sessions is permitted to drop a course during the first eight weeks after the semester begins. After

that time any student who drops a course receives a grade of "F". Any student attending January or Summer sessions is permitted to drop a course during the first two weeks after the semester begins. After that time any student who drops a course receives a grade of "F".

There will be a fee of $1.00 charged for each change in schedule made after registration is complete.

COURSE LOAD

The normal student load for full-time students is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the College. There is an additional tuition charge for credits over 17 hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets three lecture hours a week for one semester receives three credits for that class.

Part-time students may carry eight credit hours. Normal course load for the summer session is six credits. Exceptions to this rule must be approved by the Dean of the College, where the student is enrolled for a degree, either before or at the time of registration.

TRANSCRIPT REQUESTS

Transcripts of a student's record will be sent to other educational institutions and organizations only upon written request of the student concerned. The student must submit a request form and a fee of $2.00 to the Registrar before the transcript is issued (one transcript will be sent at no charge). Official transcripts are not issued to the individual student or graduate. All financial obligations to the College must be met before a transcript is issued.

WITHDRAWAL PROCEDURES

A student planning to withdraw from the College should understand that his record is not complete until he has officially withdrawn. The student must meet with a counselor and complete a Notice of Withdrawal Form and file this with the Registrar of the College.

A student must withdraw in person; however, in special cases a student may request by letter to be withdrawn.

The College reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the College.

EXAMINATION POLICY

Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, he must present his reason in writing to the Registrar, and after securing the approval of the instructor (who must devise a new examination) the student may make arrangements with the Registrar for taking the examination. However, a fee of $10.00 will be charged for each early or late examination.

Students who have a conflict in their exam schedule should inform the Registrar. They will take their exam in a special "conflict room." The student will pick up the exam at the assigned time from the instructor and take it to the room set aside for conflicts.

DELAY OF INSTRUCTOR

If an instructor is late for class, the students should contact the Dean's office to find out if a message was left for the class, and what time the instructor is expected.

Students should wait for the instructor in the classroom at least ten minutes before leaving class for the day.

LIBRARY

BORROWING PROCEDURES

Three types of books are available in the library: circulating, reference and reserve.

1. Circulating books are shelved on the first floor. Books may be borrowed for four weeks and renewed if there have been no prior requests. The fine for overdue books is five cents per book for each college day.

2. Reference books are consulted for information but are not intended to be read through. The books can be identified by the "R" above the call number. Reference books may not be taken from the library.

3. Reserve books are those which faculty members have selected for special assigned readings. Request reserve material at the circulation desk and sign the enclosed card. There will be twenty-five cents per hour charged for overtime reserve materials.

PERIODICALS

Current issues are shelved on the first floor. Back issues are bound and shelved on the second floor in alphabetical order. A list of the periodicals in the Villa Julie College Library is available at the circulation desk. Periodicals may not be taken from the library.

AUDIO-VISUAL AIDS

Equipment and materials are requested at the circulation desk by means of requisition forms. Two listening rooms are available at the rear of the library. All equipment and materials must be returned immediately after their use.

REFERENCE SERVICES

The library staff will be glad to help you in locating materials for your research.

LOST BOOKS AND MAGAZINES

Each student is responsible for the book or magazine which is checked out in his or her name. Lost books and periodicals will be charged according to the current price.

HOURS

Library hours are posted at the library entrance.

INTERLIBRARY LENDING

Beginning February 18, 1975, Villa Julie College Library has been participating in the Baltimore County and Academic Libraries Interlibrary Network.

Villa Julie College Library readers may return any materials borrowed from Baltimore County Library System or Enoch Pratt Library and request books at the circulation desk.

16 MM films may also be borrowed from Enoch Pratt Film Library.

See the Librarians for the details.

STUDENT SERVICES

COUNSELING SERVICE

The Counseling Office is located on the ground floor of the Student Center. The service is offered to assist students with the range of personal, vocational and academic needs which they may encounter during their years at Villa Julie College.

Individual and group counseling and advisement are available in such areas as: study techniques, career exploration and vocational testing, and personal and social adjustment. Students are encouraged to use these services as their needs require.

The relationship students establish with the counselor is based on the principle of confidentiality as standard ethical practice.

STUDENT ADVISING PROGRAM

The Student Advisors are trained student volunteers who are selected on the basis of their academic achievement and ability to relate well to others.

Through their involvement in orientation activities, tutoring services and general advisement, the Student Advisors seek to assist new students in making a successful adjustment to the Villa Julie College environment.

PLACEMENT SERVICE

The Placement Office assists students and alumnae in securing full-time and part-time employment. In addition, the Placement Director works with seniors in securing positions for internship.

Services include informing students of job opportunities, pre-screening job applicants, and maintaining placement credentials for all registered students and alumnae.

Career Awareness programs, involving guest speakers from the business, government and professional community, are scheduled throughout the year. Career counseling is available on an individual basis throughout the year. A Career Information Area (CIA) is maintained in the Library for student use.

HEALTH SERVICES

There is a registered nurse on call for routine first aid and emergencies. An infirmary with adjoining bath is located on the second

floor of Founders' Hall. When desirable, specialists who are registered with the college, may assist with any referrals.

CAMPUS MINISTRY

The Campus Ministry Office is located in the Learning Center on the Green Spring Valley side.

The goals of the Campus Ministry program are: to serve others, to develop growth in the Spirit, to build the community, and to celebrate what we believe.

Some of the services offered are: liturgical celebrations, retreat experiences, group prayer, discussion socials, "Search" weekends, and camping trips.

The Campus Ministry Office is open to all students who may make appointments or drop by for informal talks.

FINANCIAL AID

The Financial Aid program at Villa Julie College is designed to assist any student who can demonstrate a need for financial help in order to pursue or continue his college education. The amount of financial assistance a student may receive depends solely upon his need - taking into account his own financial resources, those of his parents, and the cost of attendance at Villa Julie College.

A student seeking financial assistance may receive it in the form of a loan, a scholarship, a grant, on-campus employment, off-campus employment, or any combination of these aids depending on the particular circumstances. The Financial Aid Committee is responsible for formulating policy in regard to financial assistance and the Director of Student Financial Aid is responsible for executing this policy. Students eligible for veterans' benefits should contact the local Veterans Administration office to obtain the necessary forms.

THE COLLEGE STORE

The College Store is located on the first floor of Founders' Hall. Students may obtain textbooks, school supplies, cards, stationery, posters, pennants, VJC car stickers and gifts. The College Store is open daily.

I. D. CARDS

Identification cards will be issued to each student at Fall registration. The I.D. card, upon presentation, entitles Villa Julie College students to free or reduced admission to mixers, dances, Drama and Glee Club

presentations. Student discounts are also available at selected stores and establishments throughout the area.

The initial cost of the I.D. card is covered by the Student Activity fee. Losses should be reported to the Dean of Students' Secretary. A charge of $2.00 will be made for the replacement of a lost card.

FOOD SERVICE

Food service is provided by vending machines located in the Student Center. Hot and cold lunches, snacks, beverages, and desserts are available. Periodically, special luncheons are prepared by various campus groups for the enjoyment of the campus community. Coffee is available in the bookstore.

LOCKERS

The locker room is located on the ground floor of the Student Center. Lockers are assigned during freshman orientation.

Locks are not essential for lockers; however, those using locks are asked to register the combination with the Dean of Students' Secretary.

MAILBOXES

Student mailboxes are located in Founders' Hall near the food service area. Each mailbox has the student's name above it. Senior boxes are located on the west wall; freshman boxes, on the north wall; part-time boxes are to the right of the freshman boxes.

Although the mailboxes are open, the right of privacy must be observed.

Students are asked to check their mailboxes daily.

LOST AND FOUND

Report all lost-and-found articles to the Dean of Students' Secretary on the ground floor of the Student Center.

INFORMATION AT A GLANCE

FOR	WHO	WHERE
Absence of Instructor	Dean of the College	Administration Wing
Academic Program	Dean of the College	Administration Wing
Address Change	Registrar	Administration Wing
Admissions	Director of Admissions	Founders' Hall
Athletic Equipment & Bicycles	Dean of Students' Secretary	Student Center
Books and Supplies	College Store	Founders' Hall
Campus Ministry Activities	Director of Campus Ministry	Learning Center
Clubs and Activities	Dean of Students	Student Center
Course Changes	Registrar	Administration Wing
Faculty Office Hours	Posted on Their Doors	See Map Section
Fees, Charges, Tuition	Business Manager	Administration Wing
Food Machines	Dean of Students' Secretary	Student Center
Grades	Registrar	Administration Wing
I. D. Cards	Dean of Students' Secretary	Student Center
Illness or Injury	Dean of Students	Student Center
Jobs, part or full-time	Placement Director	Student Center
Library	Librarian/Assistant Librarian	Library
Lockers	Dean of Students' Secretary	Student Center
Lost and Found	Dean of Students' Secretary	Student Center
Parking Permits/Fines	Dean of Students' Secretary	Student Center
Personal Problems	Dean of Students/Counselor	Student Center
Reference Materials	Librarian	Library
Scholarships and Loans	Director of Financial Aid	Learning Center
Scholastic Problems	Dean of College/Dean of Students	Adm. Wing/Stud. Ctr.
Social Activities	Dean of Students	Student Center
Student Government	Dean of Students	Student Center
Student Publications	Dean of Students	Student Center
Test Interpretations	Dean of Students	Student Center
Transcripts	Registrar	Administration Wing
Transfer Information	Dean of the College	Administration Wing
Vocational Planning	Dean of Students/Placement Director	Student Center
Withdrawal from College	Dean of Students/Registrar	Stud. Ctr./Adm. Wing

WHOM TO SEE FOR INFORMATION

Dean of the College	Sister Helen Lawrence Dawson Learning Center, Administration Wing
Dean of Students and Counselor	Mrs. Lois O'Brien Ground Floor, Student Center
Business Manager	Miss Betty Lou Lyons Learning Center, Administration Wing
Director of Admissions	Mr. Robert Koermer Founders' Hall, First Floor
Director of Student Financial Aid	Sister Mary Bernadette Killian Learning Center, Colonnade Side
Director of Campus Ministry	Sister Kathleen Mary O'Brien Learning Center
Director of Placement	Mrs. Anne Shelton Ground Floor, Student Center
Registrar	Sister Mary Alice Dante Learning Center, Administration Wing
Librarian	Mrs. Helene W. Jeng Learning Center, Library
Student Advisors	Judy Strouse Cindy Etzler Ellen Walsh Eileen Hornlein
	Robin Mansfield Pat Gustatus
	Terri Readmond Susan Flamm
	Karen Der Barbara Coates Sandy Peregoy Sandy Cochran

CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES AND AWARDS

AWARDS

Villa Julie College honors the following traditions:

VJ Pin

The VJ Pin is awarded at graduation to the student, or students, who exemplify the ideals of the College in an outstanding manner. Recipients of the award are selected by a committee of administration, faculty and staff.

Unsung Senior Award

The Unsung Senior Award is given during commencement week to the senior who with no formal recognition, unselfishly and unceasingly gave of himself and his time to the College. The recipient is nominated by faculty and senior students and voted upon by the Senior Class.

Joan Suzanne Gregory Award

The Joan Suzanne Gregory Award is presented at graduation to the outstanding graduate of the Medical Secretarial Program. This student has exhibited superior performance in secretarial skills, outstanding achievement in the medical studies, above average achievement in liberal art studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Medical Secretarial Program.

Edna A. Sweeney Award

The Edna A. Sweeney Award, for the outstanding senior in the Business/Legal Secretarial Program, is presented at graduation to the student who has exhibited superior performance in secretarial skills, outstanding achievement in Business/Legal studies, above average achievement in liberal arts studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Business/Legal Secretarial Program.

Evalyn M. Stevenson Award

The Evalyn M. Stevenson Award, presented to the outstanding senior in the Child Study Program at graduation, honors the student who has manifested cultural and intellectual interests, exhibited superior achievement in the theoretical and practical

aspects of each of the Child Study courses, demonstrated ability to communicate with children and to foster their creative growth, manifested integrity, personal freedom, love of children, and dedication to the ideals of Villa Julie College and of the profession. The recipient is selected by the faculty engaged in the Child Study Program.

H. David Reese Award

Presented to the outstanding graduate of the Transfer Programs, the H. David Reese Award honors the senior who has manifested intellectual interest, exhibited superior achievement in each division of the liberal arts, ranked in the top quintile of the class, and manifested integrity, personal freedom, understanding, responsiveness, and creativity.

Villa Julie College Award

Presented to the outstanding graduate of the Allied Health Programs, this award recognizes the student whose outstanding performance in the Allied Health area, above average achievement in liberal arts studies, personal integrity and manifested dedication to the medical profession, personifies the ideals of Villa Julie College. The recipient is selected by the faculty engaged in the Allied Health Programs.

Villa Julie College Award

Presented to the outstanding graduate of the Legal Assistant Program, this award honors the student who has demonstrated superior performance in the legal specialty courses and outstanding achievement in related areas of study and who, through manifestation of professional attitude and personal integrity, embodies the ideals of Villa Julie College and of the legal profession. The recipient is selected by the faculty engaged in the Legal Assistant Program.

ACTIVITY PERIODS

Every Tuesday and Thursday there is a free period (activity period) from 1 to 2 p.m. Everyone is encouraged to use these periods for extra-curricular affairs. It is recommended that activities be held on Tuesdays and meetings be held on Thursdays.

DANCES AND MIXERS

Three dances are scheduled during the year: Freshman Welcome Mixer, Christmas Dance and Spring Formal, as well as periodic mixers.

PERFORMING AND VISUAL ARTS

In addition to their participation in the cultural life of Baltimore through class assignments and personal interests, students have the opportunity to develop talents and to express creativity in one or more of the performing arts on campus: drama, art, modern dance, chorus and photography.

LECTURES, MOVIES AND CONCERTS

Such events are sponsored throughout the year by the Student Government for the enjoyment of the College and surrounding community.

ORIENTATION

The Freshman Orientation Program exists to facilitate a student's transition to a college life. Familiarization with academic, social, extracurricular, and personal services are stressed.

The program begins with pre-registration days during late summer. At this time students meet with the Dean of the College, members of Student Personnel Services, and Division Chairmen to discuss program and course selection.

The orientation program continues in September with meetings and activities designed to acquaint students with the campus and to integrate them into the College community. Freshmen meet with members of the faculty, administration, and student body to review academic and general policies.

Parents also have an opportunity to learn about Villa Julie College life through the Parents Orientation Program.

CAMPUS DAYS

Two days on which high school students are given the opportunity to visit the College, to sit in on classes, to talk with students and faculty, and in general, to learn about the College on a first-hand basis.

FESTIVAL OF FINE AND LIVELY ARTS

Each Spring a day is set aside to commemorate the founders of Villa Julie College with a festival staged by the students in the Fine Arts. The program consists of presentations by the modern dance group, the choral group, the art department, the drama department, and all others interested.

HONORS CONVOCATION

A final assembly of the students and faculty honors students who have achieved high academic standing and outstanding social accomplishments.

BACCALAUREATE SERVICE

The final gathering of the class before graduation is commemorated through a baccalaureate service designed through the input of the graduating seniors. Asking the blessing of God on the class as they are about to begin a new phase in their lives, students and parents are encouraged to share in this celebration.

COMMENCEMENT

This is the climax of the academic year at which seniors, parents and friends attend the presentation of degrees and honors. Freshmen are invited to attend these exercises.

CLUBS AND ORGANIZATIONS

Student Newspaper

"The Villager," the student newspaper, which covers both campus and off-camput events, utilizes student talent in all phases of production. Interested members of the college community are encouraged to become a part of "The Villager" staff.

Literary Magazine

"Hatchings" is a pamphlet exhibiting stories, poems, and other literary expositions created by Villa Julie College students. The staff works and accepts materials during the entire year with publication in the last half of the second semester.

The Black Students' Union

The Black Students' Union, founded in November, 1971, has as its purpose to instill an awareness and appreciation of Black Culture. Election of Black Students' Union officers is held each Spring.

Art Club

Organized in Spring, 1975, the Art Club provides extra-curricular outlets for students interested in pursuing various art forms.

Villa Julie College Chorus

Open to all students, especially through the chorus class given each semester, the Villa Julie College Chorus presents two concerts each year: a Christmas concert and a Spring concert.

Flag Football Team

Each year, Villa Julie College fields a girls' flag football team to participate in local marathon football games. The 1973 team won the women's division, beating many local colleges much larger in enrollment. This is still the only trophy that Villa Julie College has earned. Tryouts for the team are held early in the Fall semester.

Softball Team

Villa Julie's softball team (slow pitch) is organized each spring to compete in friendly games with other local colleges. Games are generally played during the week after school hours.

TENNIS COURTS

Four tennis courts are available for student use. A tennis club (for non-VJC persons) also has use of the tennis courts. Villa Julie College persons have priority in use of the courts. A key to unlock the courts is available from the secretary located on the ground floor of the Student Center. Weekend and overnight use of the key is available.

BICYCLES

The Student Government Association has purchased four bicycles for student use. These bicycles are available by checking them out with the secretary located on the ground floor of the Student Center.

ATHLETIC EQUIPMENT

Softballs, gloves, basketballs, volleyballs, tennis rackets, and other sports equipment is available for student use. The secretary located on the ground floor of the Student Center (across from the Lecture Hall) can provide this equipment for you.

GENERAL INFORMATION AND REGULATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the "Family Educational Rights and Privacy Act," signed into law by President Ford, on December 31, 1974, Villa Julie College will follow these guidelines for student access to records, release of information, and right to challenge accuracy of the record.

Students have the right to review information in their official college records. The official in charge of the records must grant access "within a reasonable period of time, but in no case more than forty-five days after the request has been made." If the student believes there is some inaccuracy present, she/he may speak first with the official in charge of the records and then, if still not satisfied, present a request to the College Dean for a hearing. The student will be given full opportunity to present evidence, but should be prepared to justify the request by factual data.

Student educational records are not released to anyone without the written consent of the student. It is therefore necessary that transcript requests be made in writing and not by telephone communication. Access to student files within the college is restricted to the student and to official personnel of the college.

Excluded from the definition of educational records are the personal notes of teachers and administrators. Students also are not allowed access to their Parents' Confidential Statements, or to letters of recommendation received prior to the passage of the bill and sent at that time under the assumption of confidentiality.

Consent of the student is not required for release of "Directory Information." Such information includes the student's name, date and place of birth, address, telephone number (if listed), and dates of attendance at the institution.

Student records are maintained at Villa Julie College as indicated in the following. With the exception of those marked by an asterisk (*), the records are available to the individual student.

Business Office

Access	On File	In Charge of Records
Administrators Staff	Nat'l Direct/Defense Student Loan records Scholarship records Tuition payment records Work-study student payroll	Betty Lou Lyons Business Manager

Admissions Office

Access	On File	In Charge of Records
Admissions Committee Staff	Applications for admission to the college, and high school or previous college transcripts (later sent to Registrar's office). Health records (later sent to Dean of Students' Office). Applications and transcripts of non-registrants (destroyed after three years).	Robert C. Koermer Director of Admissions

Dean of Students' Office (All records destroyed when student leaves the College)

Access	On File	In Charge of Records
	Health records Summary report of Strong Vocational Interest questionnaire *Counseling Interview Sheets	Lois O'Brien Dean of Students

Financial Aid Office

Access	On File	In Charge of Records
Coordinator of Financial Aid	*Parents' Confidential Statement Student's Financial Statement Student affidavits Loyalty Oath for students receiving NDSL aid Promissory notes for NDSL Schedule of repayment for NDSL Exit interview forms for NDSL	Sister Mary Bernadette Director of Financial Aid

Registrar's Office

Access	On File	In Charge of Records
Administration Faculty	Materials submitted when applying for admission: applications, previous transcripts, SAT scores Academic data: VJC transcripts, class schedules, quarter grades, class rank lists, probation lists	Sister Mary Alice Registrar

Placement Office

Access	On File	In Charge of Records
Administration Faculty Staff	Records and employer evaluations of internship, field-work and clinical experience Students' employment records, including employer evaluations Faculty evaluations of students Student/alumnae employment registrations and records of job referrals Alumnae follow-up employment records Student activity records	Anne Shelton Director of Placement

ALCOHOL POLICY

Villa Julie College, in accordance with Maryland State Law, allows the serving of beer and light wines to persons 18 years of age and older at those College functions deemed appropriate and approved in advance by the Dean of Students.

Valid identification shall be required of all students and guests attending approved functions.

Students are expected to recognize their responsibility for compliance with civil law and to exercise good judgment in the use of alcoholic beverages. Abuse of alcoholic beverages, or disorderly conduct resulting from its use, may result in expulsion from the function, and/or disciplinary action by the College.

DRUG POLICY

The Villa Julie Community, recognizing the inherent dangers of drug abuse to both the individual and the community, affirms such abuse to be contrary to our goals. Therefore, the use of drugs is prohibited on the College campus.

To aid the individual involved in drug abuse, counseling will be available through the resources of the Villa Julie Community as well as social agencies and psychiatric referrals.

Members of the community should also be aware that drug abuse by an individual could result in further action.

Policy Approved by Administrative Council, April, 1971

SNOW DAYS/INCLEMENT WEATHER

Villa Julie College follows the snow policy of the Baltimore County Public Schools. Information about closing or late opening can be heard on radio stations in the morning. Please do not call the college.

When the Baltimore County Public Schools are closed, the college is closed. When the Baltimore County Public Schools open one hour late, the 8 o'clock classes scheduled for that day are cancelled; the rest of the schedule is as usual.

PARKING AND CAR REGULATIONS

All student cars must be registered in the Dean of Students' office. There is ample parking on the parking lots. Illegally-parked cars are subject to a $1.00 fine if parked other than between the white lines, or in the visitor parking area, or on the grass. Vehicles not registered are subject to a $10.00 fine. All fines must be met before final transcripts will be issued.

Please observe the 20 m.p.h. speed limit on campus.

SMOKING AND EATING

Because of fire prevention and housekeeping standards, smoking and eating are allowed in the Student Center dining and lounge areas only. There must be no smoking, eating or drinking in the library, classrooms, or lecture rooms.

BULLETIN BOARDS

Bulletin boards are located in strategic areas throughout the college. In Founders' Hall and the Student Center, bulletin boards are designated for Student Government, College activities, outside events, placement, area cultural activities, foreign study, college transfer information.

TELEPHONES

The College telephone (301) 486-7348 is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Messages received for students will be placed in their mailboxes. Faculty and students will be called from class for emergency reasons only.

Pay phones are available for student use. Their locations are:

486-9869 - Student Center
486-9872 - Lobby, Learning Resource Center
484-9758 - Stairway to Theatre

STUDENT CHANGES OF ADDRESS

All student changes of address and/or telephone numbers should be reported to the Registrar's office.

CARE OF BUILDINGS

The buildings will be open from 7:30 a.m. to 6:00 p.m., Monday through Friday (plus evening school schedule). Students and their guests are expected to show maturity in their responsible treatment of Villa Julie College buildings and grounds.

Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as dances or other activities, permission must be received through the Business Office. Attaching of posters, etc., to walls or doors may only be done with masking tape, never scotch tape.

GUESTS ON CAMPUS

Guests of students may be entertained in the Student Center. They may also attend classes with the permission of the instructor. The College campus is private property, and guests may be asked to leave at the discretion of the College.

PETS/ANIMALS

No animals are permitted to be brought on campus.

TUITION AND FEES

Payment in full of the tuition and fees for each semester is required on or before Registration Day of that semester. Students will not be admitted to classes until all financial requirements are met. Questions regarding financial matters should be directed to the Business Office.

REFUNDS

Tuition is refundable according to the following schedule:

Fall/Spring Sessions

During first week of class 80%
During second week of class 60%
During third week of class 40%

January/Summer sessions

During first week of class 50%

The class week is calculated from the date instruction begins for the session. Refunds are computed as of the date on which the request for a refund is received in the Business Office.

NOTE: This request is in addition to the normal withdrawal notification required to be submitted to the Registrar's Office.

INTERIM CONSTITUTION
OF THE STUDENT GOVERNMENT ASSOCIATION

Article I
Name

The name shall be the Student Government Association of Villa Julie College.

Article II
Membership

All students of Villa Julie College shall be members of the Student Government Association, sharing its responsibilities and entitled to its privileges.

Article III
Purpose

The purpose of this organization is to facilitate student participation in campus government by bringing about increased individual and group understanding of the responsibility of democratic life and by promoting positive ideas and actions in the interest of the College.

Article IV
Authority

The Villa Julie College Student Government Association derives its authority for self-governing in all non-academic matters from the administrative officers of the College, without in any way diminishing the responsibility of these officers for the entire College.

Article V
Student Government Council

The executive council shall consist of thirteen members: Student Government President, Vice-President, Secretary, Treasurer; Senior class officers - President, Vice-President, Secretary, Treasurer; Freshman class officers - President, Vice-President, Secretary, and Treasurer; and the Dean of Students. All but the Dean of Students shall have full voting privileges.

Section A

Each incoming class shall elect its officers during their first semester. These officers shall remain in office until the graduation date of the

class whom they represent. Student Government officers shall be elected annually by the entire membership of the association. All officers shall assume full responsibilities of their office on the first day of January following their election to office.

Section B

Any member of the council may move that any other member of the council be removed for non-fulfillment of the duties of the office to which he/she was elected.

A written motion must be presented to the Student Government Association President, or person acting in capacity for the President. This motion must specify the person(s) involved and the reason(s) for which removal is being sought.

Upon receipt of a motion for removal, the President, or person acting in capacity for the President, will call a special meeting of all council members for the sole purpose of presentation of the motion to the entire council. The person whom the request for removal is filed against must be given written notification of the date, time, and place of the council meeting at least 48 hours in advance of the time of the special meeting.

A 3/4 vote of all officers of the council (excluding those under consideration for removal) is required for an officer to be removed from office.

Removal from office shall follow the course of due process including notification, defense, presentation of evidence, and other such rights normally accorded defendant.

Section C

Those positions made vacant because of resignation or removal from office shall be filled by proceedings established by the Committee for Elections.

Section D

No group or individual other than the Executive Council may remove any member, elected or non-elected, from office.

Section E

The duties of the Student Government Association officers are as follows:

1. It shall be the duty of the President:
   A. To preside at the meetings of the Council and meetings of the Student Body.

B. To represent the student body on all public occasions.
C. To call special meetings whenever the need shall arise.
D. To appoint and create special committees and voting representatives as are necessary for the efficient function of the Council subject to the approval of the Council.

2. It shall be the duty of the Vice-President:
   A. To act in the capacity of the President in the absence of the President and if the office of President shall be vacated.
   B. To serve as chairman of the Committee for Elections.
   C. To organize at least two formal dances during his/her term of office (traditionally held as Spring and Christmas formals).
   D. To fulfill such other duties as designated by the President.

3. It shall be the duty of the Secretary:
   A. To keep minutes, attendance records, and other necessary records of the Council, annual elections, and such other matters as should become a part of the records.
   B. To furnish within forty-eight (48) hours of each weekly meeting copies of the minutes of the meeting to all members of the Council, and to the President of the College.
   C. To post the agenda for general meetings no later than twenty-four (24) hours prior to the scheduled meeting.
   D. To act as liaison for publicity when deemed necessary by the President.

4. It shall be the duties of the Treasurer:
   A. To see that all funds of the Council are received and properly disbursed.
   B. To sign checks and meet weekly in conjunction with the Dean of Students to discuss budget income and disbursements.
   C. To prepare a written report of the monies received and disbursed which is to be submitted to the Council by the 15th of each month.
   D. To prepare a mimeographed, detailed report of the Treasury every three months.
   E. To prepare and submit a semiannual budget each semester.
   F. To perform such other duties as designated by the President of the Council.

5. It shall be the duties of all class officers:
   A. To represent the opinions of their class at meetings of the Council.
   B. To serve as members of the Council and to keep the members of their class informed concerning the actions and

policies of the Council and to clarify rules of the Association when necessary.

C. To perform such other duties as designated by the President of the Council.

6. It shall be the duties of non-elected representatives:

A. To represent the opinions of the respective clubs and committees.

B. To keep the Council informed as to actions and decisions made by their respective groups.

C. To keep their respective clubs and committees informed concerning the actions and policies of the Council.

D. To perform such other duties as designated by the President of the Council.

Article VI
Meetings

Section A Regular Meetings

The Council shall meet once each week at a time to be decided upon by the Council.

Section B Special Meetings

Two-thirds of the Council may request the President to call a special meeting of the Council, or the President of the Council may request a special meeting to be called. The President shall cause all members to be informed of special meetings at least two days in advance of said meetings. Only in cases of special emergency or unusual circumstances may any shorter notices of special meetings be given.

Section C Quorum

A quorum consists of 2/3rds of the voting Council membership.

Section D Procedures

Meetings shall be conducted according to rules of procedures as stated in the Constitution and in Robert's Rules of Order. The Student Government Association Secretary shall act as Parliamentarian.

Article VII
Campus Organizations

Section A New Organizations

The Council must approve the Constitution and/or by-laws of all new student organizations and clubs before they become recognized as official

organizations of the college. Monies will be appropriated only to recognized organizations, clubs and committees.

Section B Review

The Council shall reserve the right to review any Council-approved organization.

1. Each organization shall be prepared to submit a report of its activities as the Council deems it necessary.

2. The Council shall use this right to determine an organization's value and to help coordinate the organization's functions with other areas of campus life.

Article VIII
Standing Committees

The following standing committees are recognized by the Student Government Council:

I. Committee for Elections

A. Membership

The members shall be the Vice-President of the Student Government, who shall act as chairman, the three student government officers, and the Dean of Students who shall act as advisor.

B. Duties

1. The Committee for Elections shall be responsible for conducting annual Student Government Council elections and class officer elections.

2. It shall establish necessary procedures for the filling of vacancies created within the Council.

II. Committee for Special Activities

A. Membership

The committee shall consist of all interested students, a chairman to be appointed by the President of the Student Government Council, and the Dean of Students who shall act as advisor.

B. Duties

1. To initiate, plan, coordinate, and execute regularly scheduled events and activities for the benefit of the student body.
2. To follow established procedures for planning activities.
3. To recruit additional help from the student body when the committee membership is not sufficient to provide the above services for any one particular event.

Article IX
Elections

Section A Qualifications for Membership to Executive Council

1. At the time of election, each student seeking membership must have a grade point average of 2.5 or better and maintain a grade point average of 2.0 or better for the duration of the office.

2. At the time of election, each student seeking membership must carry a minimum of 9 credits, and may not be officer of any other campus organization.

Section B Elections to the Executive Council

1. All yearly nominations and elections will be conducted by an Election Committee chaired by the Vice-President of the Student Government Association, assisted by the Dean of Students.

2. All nominations are by self-nomination and open nominations except in cases where an office has no nominees, in which case the Election Committee selects no fewer than two and no more than five possible candidates.
   a. In order to be considered an eligible candidate for office, a student must obtain a petition from a member of the election committee and have it signed by 5% of the student body.
   b. In order to be considered an eligible candidate for office, the student must have the petition signed by the Registrar to validate that the student has at least a 2.5 average.

3. Nominations for officers will take place during the tenth week of the first semester, with elections of those people taking place during the twelfth week.

4. Election procedures will be initiated during the first week of November.

5. In the election of officers a 2/3rds majority vote shall control. When there are three or more candidates and no candidate receives a 2/3rds majority vote, then a second ballot will be conducted the following school day at which time the candidate receiving a simple majority will have the office. In the event that there are only two candidates for an office, then a simple majority will rule.

Article X
Amendments and By-Laws

Section A Amendments

1. Amendments may be introduced in writing by two members of the Council or by a petition signed by at least ten percent of the members of the Association.

2. A motion to adopt the amendment cannot be voted upon at least until the first ensuing meeting of the Council after the amendment is proposed.

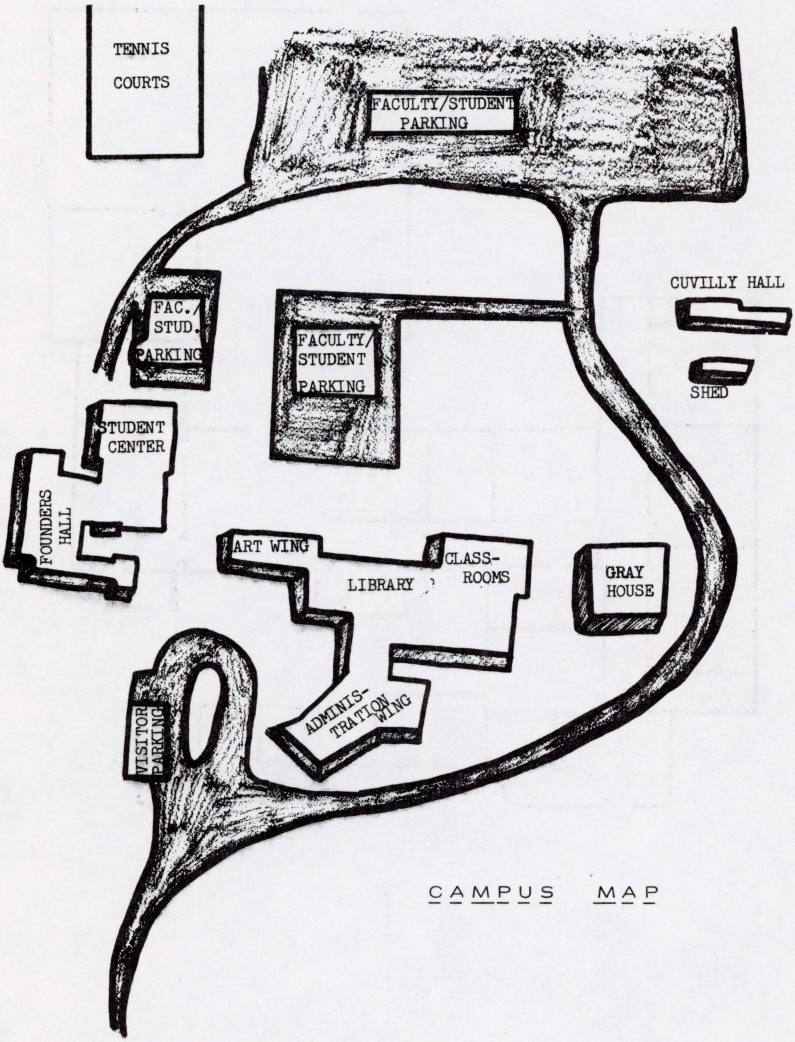
3. All proposed amendments must be voted upon within one month after proposal, must be carried by a 3/4ths vote of the voting membership of the Council, and shall become effective immediately upon ratification.

Section B By-Laws

1. A by-law or revision of a by-law may be introduced in writing by any Council member.

2. By-Laws may be acted upon at the time of presentation, shall require a 2/3rds vote of the voting membership of the Council in order to carry, and shall become effective at the time of ratification.

NOTES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COURTS
FACULTY/STUDENT
PARKING
CUVILLY HALL
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STUD.
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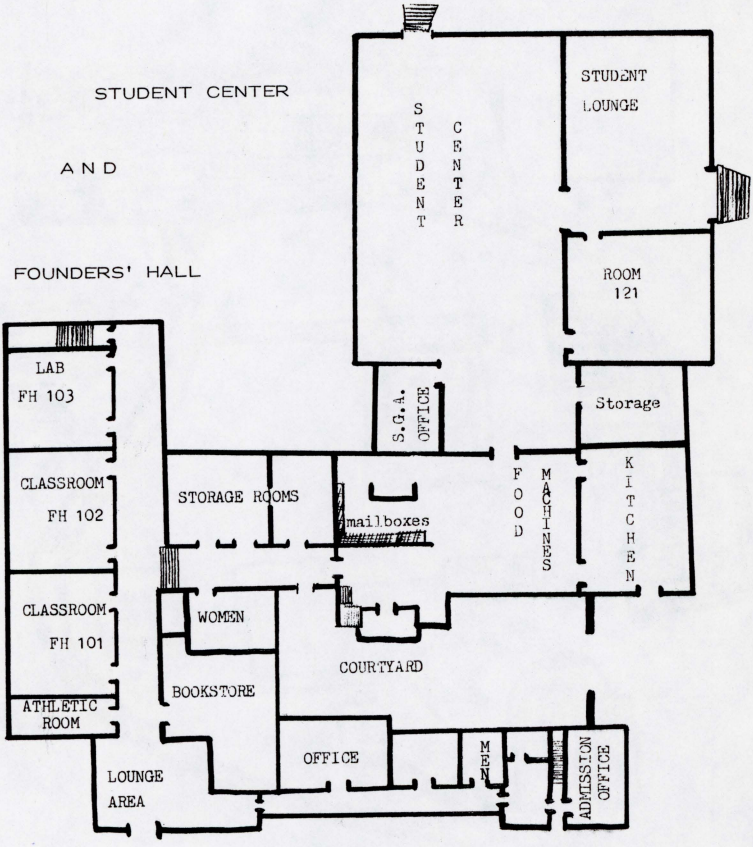
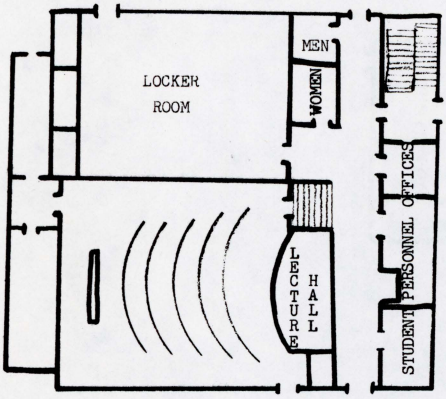
SHED
STUDENT
CENTER
FOUNDERS
HALL
ART WING
LIBRARY
CLASS-
ROOMS
GRAY
HOUSE
ADMINIS-
TRATION
WING
VISITOR
PARKING
GREENSPRING VALLEY ROAD

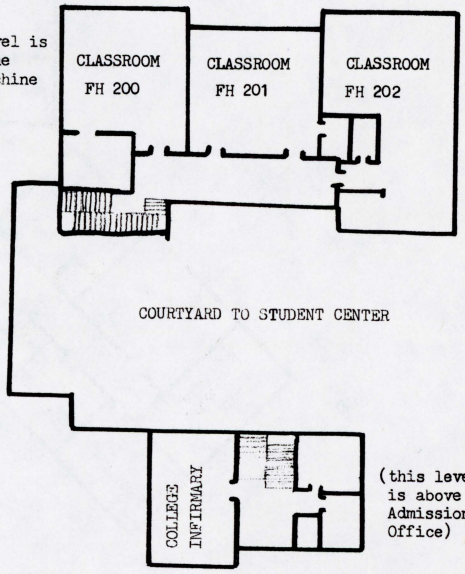
CAMPUS MAP


STUDENT CENTER
AND
FOUNDERS' HALL
STUDENT CENTER
STUDENT LOUNGE
ROOM 121
Storage
KITCHEN
FOOD MACHINES
S.G.A. OFFICE
LAB FH 103
CLASSROOM FH 102
CLASSROOM FH 101
ATHLETIC ROOM
STORAGE ROOMS
mailboxes
WOMEN
BOOKSTORE
COURTYARD
OFFICE
MEN
ADMISSION OFFICE
LOUNGE AREA



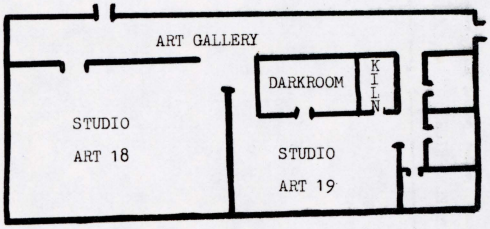
STUDENT CENTER

Ground Floor

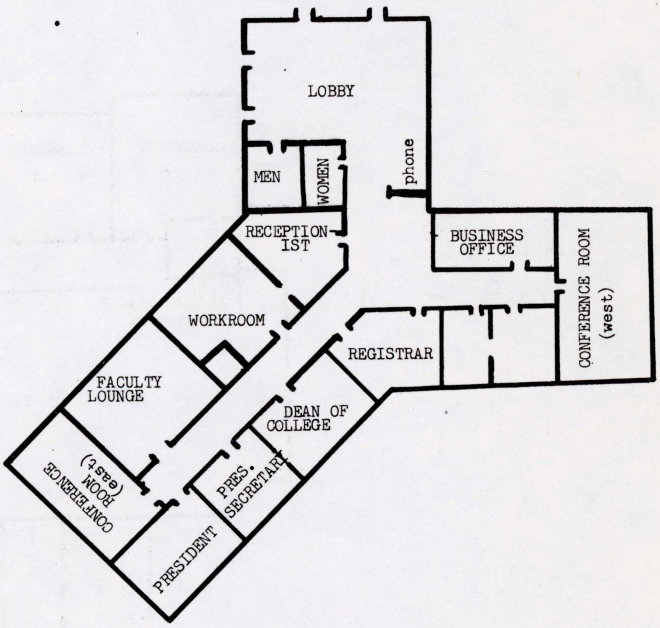

(this level is above the food machine area.)
CLASSROOM FH 200
CLASSROOM FH 201
CLASSROOM FH 202
COURTYARD TO STUDENT CENTER
COLLEGE INFIRMARY
(this level is above the Admission's Office)

FOUNDERS' HALL

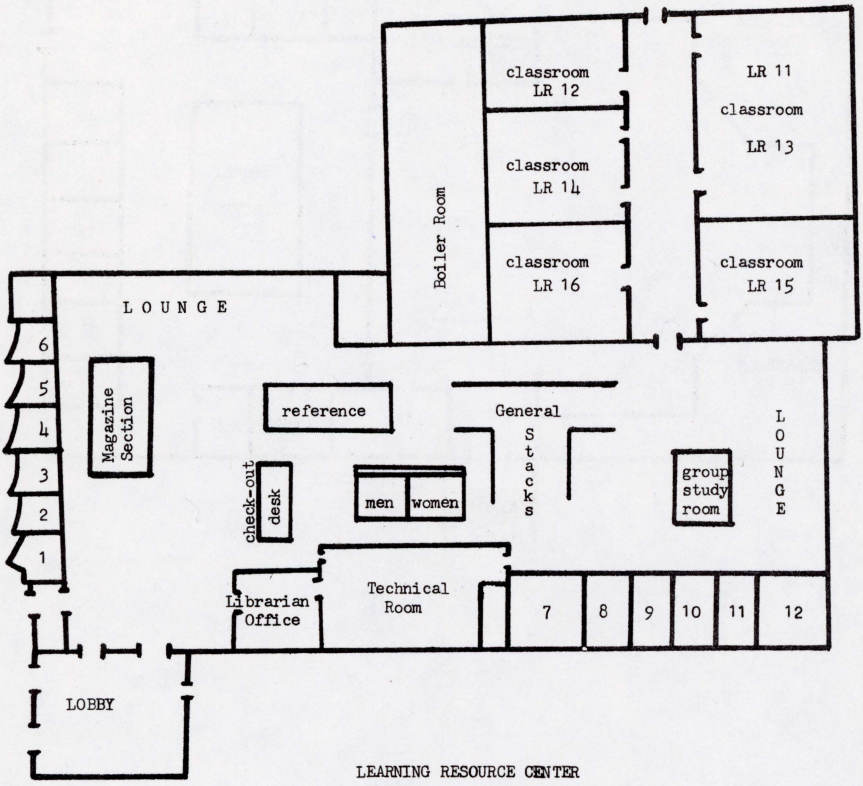
Second Floor



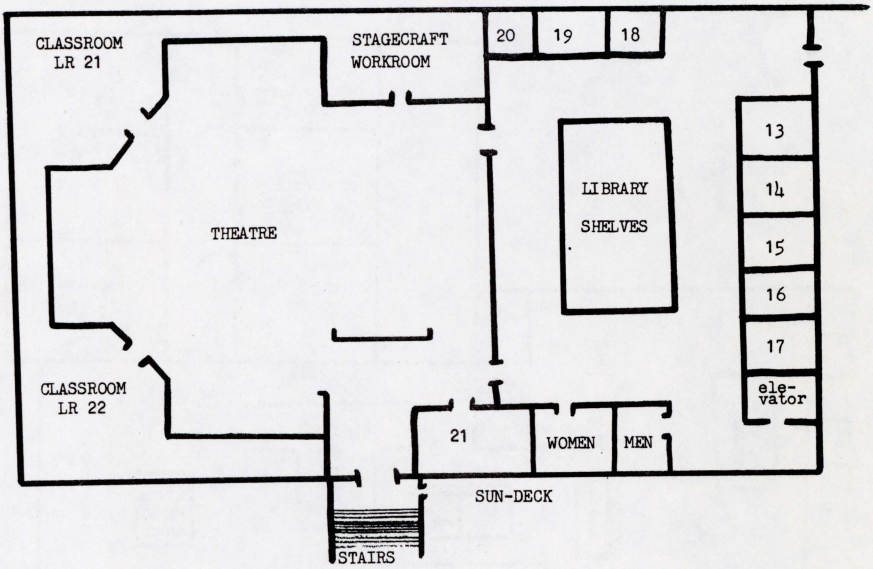
ART WING



ADMINISTRATION WING



LEARNING RESOURCE CENTER
Library and Classrooms



LEARNING RESOURCE CENTER

Second Floor

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